



Parks and Recreation Department

## **J O B   D E S C R I P T I O N**

**POSITION:    YOUTH SPORTS INSTRUCTOR – Softball/Baseball (AS I)**

**WAGE:            \$8.24 - \$8.65 - \$9.08 - \$9.54 - \$10.02 - \$10.52 - \$11.04 - \$11.59 PER HOUR**

### **JOB DESCRIPTION:**

*Instruct children ages 6 to 17 in beginning to intermediate Softball and Baseball. Class content should provide basic and/or more advanced game mechanics, strategies, and the rules depending on the student level of skill. Class must emphasize the importance of good sportsmanship and team play. The goal is to have fun and develop a skill. Ideally, this will be an ongoing employment opportunity*

### **EXAMPLES OF DUTIES:** *(This is a general description of duties and is not all-inclusive)*

- *Prepare the fields at the Softball Complex prior to start of game and store all equipment at the end of the program*
- *Teach all necessary aspects of sport*
- *Keep score of games, if applicable*
- *Maintain rosters and City forms*
- *Enforce City policies and procedures*
- *Provide encouragement to participants and provide a positive atmosphere for play*

### **SUPERVISION EXERCISED AND RECEIVED:**

*The Senior Recreation Leader, Assistant Recreation Supervisor*

### **MINIMUM QUALIFICATIONS:**

- *Must be at least 18 years of age*
- *Must have basic knowledge or background in Softball and or Baseball*
- *Must have experience dealing with children and teens*
- *Must be able to communicate with children and adults from various cultural backgrounds*
- *Must be able to establish and maintain productive working relationships with staff, management, and clients*
- *Must be able to work independently and reliably complete tasks*
- *Must have excellent oral and written communications skills*
- *Must be able to tactfully communicate with children and deliver feedback to parents*
- *Must be able to work in changing outdoor environments*
- *Must be available to work evenings, weekends, and holidays as required*
- *Must be willing to comply with suspected child abuse reporting (11166.6 PC)*
- *Must provide verification of legal right to work in the United States as a condition of employment*
- *Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality*

**DESIRABLE QUALIFICATIONS**

- Experience leading a sports activity
- Leadership Experience

**SELECTION PROCESS**

Qualified applications will be evaluated based on related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

**APPLICATIONS MAY BE OBTAINED AT:**

The City of Fremont  
Recreation Services Department Office  
3300 Capitol Avenue Bldg. B  
Fremont, CA 94538

Or online at: <http://www.fremont.gov/DocumentCenter/Home/View/37>

**For further information about the position, call (510) 790-5520**

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER  
WE DO NOT DISCRIMINATE ON ANY BASIS**

The City of Fremont Parks and Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

**\*FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION**

04/02/13